

## **Guidelines for Educators Using AI Tools - Checklist**

### **Ethical Use of AI**

- Inform students when AI tools are used in assessments or feedback.
- Review AI-generated content for bias, stereotypes, or errors before sharing.
- Ensure AI tools align with your institution's policies on academic integrity.
- Maintain human oversight on AI-generated materials (e.g., grading, feedback).
- Avoid over-reliance on AI for critical decision-making tasks.

### **Legal Responsibilities**

- Ensure compliance with data privacy laws (e.g., GDPR, FERPA) when using AI tools.
- Obtain consent before using students' personal data with AI tools.
- Confirm that AI tools do not infringe on copyright laws.
- Always cite the source of any AI-generated content where required by institutional policy.

### **Best Practices for AI Integration**

- Select AI tools that support personalized learning and provide fair opportunities to all students.
- Use AI to augment, not replace, critical human interaction in teaching and assessments.
- Regularly evaluate the effectiveness of AI tools in supporting students' learning outcomes.
- Stay updated on the latest developments in AI technologies and their educational applications.